**Clarke Student Association Constitution**

**Preamble:**

To be the voice of the Clarke student body through the interactions of leaders from all facets of the Clarke community.

**Article I: Name**

The name of the organization shall be the Clarke Student Association (CSA).

**Article II: Student Body**

All full-time undergraduate students enrolled at Clarke University who have paid annual activity fees are a part of the student body. The student body is represented by their elected senators.

**Article III: Officers**

The Clarke Student Association officers shall be President, Vice-President, Secretary, and Treasurer of the Executive Board.

**Article IV: Senate**

*Section A: Purpose of the Senate*

The student Senate is the governing body of the Clarke Student Association. It is called upon to represent that body in matters needing to be deliberated and voted upon.

*Section B: Members of the Senate*

The Senate consists of the four Clarke Student Association officers, the officers of the freshman, sophomore, junior, and senior classes.

**Article V: Executive Board**

*Section A: Description*

The Executive Board is the executive branch of the student Senate. It is empowered to carry on Senate business when the full Senate cannot meet. All proposals requiring Senate action shall be submitted to the Executive Board for review.

*Section B: Membership*

The Executive Board consists of the four CSA officers as listed in Article III.

*Section C: Duties of the Executive Board*

* To coordinate the direction, objectives and goals of the Senate.
* To call all Senate meetings.
* To create the agenda for all Senate meetings.
* To confirm all appointments to standing committees made by the CSA president.
* Prepare and present a budget at the first meeting following the notification of the CSA account status. The budget should include total amount provided to CSA from administration, amount allocated to clubs, and any other expenses projected during the semester. This budget may be amended by the Executive Board at anytime throughout the semester.

**Article VI: Standing Committees**

The CSA president shall appoint standing committees with student representatives as needed.

* budget
* campus life enhancement
* student spirit
* public relations
* philanthropy

\*For committee budget policies see bi-laws article IV, section G

**Article VII: Alumni Board Association Student Body Representative**

The Clarke Student Association Senate shall nominate a candidate representative of the Clarke student body to the President of the University, for this position. The nomination process shall be completed in the spring of each year, coinciding with election of Clarke Student Association officers. The nominee must be a Clarke student during the entirety of the one-year term as Student Body Representative. The Student Body Representative is required to attend Alumni Association Board meetings, serving as the official representative of the student body on the Alumni Association Board and an *ex officio* member of the Alumni Association Board with voice and voting rights.

**Article VIII: Meetings**

* Regular Senate and Executive Board meetings will be called according to the by-laws.
* The Executive Board shall have one formal meeting each week. Registered organizations are required to attend the designated monthly Senate and organization meeting.

**Article IX: Quorum**

A quorum of 2/3 membership of the Senate shall be necessary for business to be conducted.

**Article X: Voting Rights of Association Members**

All members of Clarke University student body are eligible to vote in student elections.

**Article XI: Amendments**

Amendments to the constitution shall be approved by a simple majority of the Senate at any regular meeting at which a quorum is present.

**By-Laws of the CSA**

**Article I: Duties of the Executive Board**

*Section A: Duties of the CSA President*

* To preside over the Senate.
* To call meetings of the Senate.
* To call meetings of the entire student body when necessary.
* To make at least one appointment to each standing committee.
* To serve as an advisor to a class to be determined annually.
* To serve as liaison between the student body, Senate, and University administrators.

The President shall have a vote on the Executive Board. S/he shall have voting privileges in the Senate only in the case of a tie.

*Section B: Duties of the CSA Vice-President*

* To serve as the Vice-President of the Senate at all meetings.
* To assume the duties of the President in the case of absence or vacancy of office.
* To serve as administrator of committees created by the Senate.
* To serve as a class advisor to be determined annually.
* To serve as parliamentarian regarding adherence to the CSA constitution.
* To serve as liaison between the student body, Senate, selected campus committees with student representation and University administrators.

The Vice-President shall have a vote on the Executive Board and the Senate.

*Section C: Duties of the CSA Secretary*

* To serve as the Secretary of the Senate at all meetings.
* To record the proceedings of all Senate and Executive Board meetings and make recorded minutes available to all Senate members. (i.e. e-mailing and posting online)
* To post decisions and actions of the Senate.
* To be responsible for all Senate correspondence.
* To serve on committees when called upon.
* To serve as a class advisor to be determined annually.
* To serve as liaison between the student body, Senate, and University administrators.
* To take roll at all meetings
* Oversee collection and cataloging of organization forms (i.e. service projects and activity reports)

The Secretary shall have a vote on the Executive Board and the Senate.

*Section D: Duties of the CSA Treasurer*

* Serve as administrator of budget committee and other committees when called upon.
* To serve as the Treasurer of the Senate at all Senate meetings.
* To account for all funds dispersed or received by CSA.
* To disperse funds with executive board approval.
* To review and account for expenditures made by each chartered organization on a monthly basis.
* Prepare a Treasurer’s Report outlining expenses and income and have it available at each Senate meeting.
* To serve as liaison between the student body, Senate, and University administrators.

The Treasurer shall have a vote on the Executive Board and the Senate.

**Article II: Duties of the Class Officers**

*Section A: Basic Duties*

    All officers must:

* Serve on at least one committee
* Organize and complete at least one service project and social event per semester for their class.
* Hold at least one office hour per week in the CSA office.
* Provide a detailed record of events for future class officers.
* Attend all Senate meetings.

*Section B: Class President*

* To call and preside over all class meetings.
* To serve as the liaison between the class, Executive Board, and Senate.
* To inform the respective classes of Executive Board and Senate decisions.

*Section C: Class Vice-President*

* To assume the duties of President in the case of vacancy of office.
* To implement class events.
* To publicize class events and meetings.

*Section D: Class Treasurer*

* Submit class budget.
* To maintain the class budget and submit a monthly report to the Executive Board Treasurer.

*Section E: Class Secretary*

* To record proceedings of class meetings.
* To be responsible for all class correspondence.

*Section F: Senate Attendance*

Senators are required to attend all Senate meetings. Request for absence will be reviewed by the CSA Executive Board. Senators must request absences by emailing [CSA@clarke.edu](mailto:CSA@clarke.edu) no later than noon on the day of the meeting.

**Article III: Duties of Registered Organizations**

*Section A: Procedures for Registration*

All student organizations may be recognized by Engagement and Intercultural Programs upon submitting a completed application for registration and constitution. Registered student organizations have two weeks following approval of registration to seek funding through CSA by submitting a budget proposal to the CSA Executive Treasurer.

*Section B: Attendance*

* Each organization must have a minimum of 2 members (1 executive officer required) present at the designated monthly Senate meeting. One unexcused absence will be permitted. After the second and each subsequent offense, failure to attend will result in a 10% deduction of the organization’s original budget.
* If an officer is unable to attend, every effort must be made to send a proxy.
* Each officer or member can represent up to two different organizations at each Senate meeting.

*Section C: Service Projects*

* Each organization shall complete a minimum of one service project per semester.
* Failure to complete a service project will result in the removal of budget privileges for the following semester.

*Section D: Term of Office*

The terms for student organization officers shall be January to December.  Exceptions to this may be considered by the Director of Engagement and Intercultural Programs on an individual basis.

**Article IV: Budget Policies**

*Section A: Allocation of Funds*

* Only those organizations that are registered with the Engagement and Intercultural Programs are eligible for funds.
* Budgets will be submitted each semester and reviewed by the budget committee for approval.
* A pre-determined amount of money will be allocated to each class and organization upon submission of budget. This amount is to be determined by the CSA executive board, based on the total amount available each semester.
* Funds will be deducted upon failure to complete duties, as outlined in Sections B and C of Article III of the By-Laws.
* Expenditures exceeding the amount of the allocated budget will result in a negative balance the following semester.
* Funds will be provided during the first semester of a new organization’s existence by proposal only.
  + Cannot be used to purchase t-shirts
  + Cannot be used to purchase food
  + Exception must be approved by budget committee
* Requests for additional funds can be submitted by a presentation to budget committee for recommendation to senate. The Senate or Executive Board may decide, based on current account status, whether to accept or deny a request.
* Organizations are encouraged to fundraise in order to be more successful in their proposals.
* A cap to the amount of additional funds provided each semester to organizations by CSA is to be determined on an annual basis by the CSA executive board pending the release of the semester budget.

*Section B: Clarke Activities Board*

The Clarke organization in charge of activities and entertainment events shall receive a percentage of the available CSA funds each semester. The CSA executive board on an annual basis will determine this percentage for the next fiscal year. The nature of this organization is to provide events and activities open to the entire student population, warranting a pre-determined percentage of CSA funds.

*Section C: Donations*

Donations to organizations outside of the realm of CSA will not be provided by CSA. CSA money is generated from the student activity fee required of all full-time students and will be allocated back to Clarke Student Organizations only.

*Section D: Conferences, Symposiums, and Contests*

* Proposals for a percent of the cost of attending conferences, symposiums, or contests, specifically relating to an organization’s purpose, may be submitted to the CSA treasurer for consideration by the Executive Officers or the Senate.
* Proposals must include a list of students who will be attending and proof of the registration fee.
* Proposals must be submitted two weeks in advance of the date funds are needed; three week notice is recommended.

*Section E: Service Projects*

Money will not be allocated for the specific completion of service projects (for example, if your group’s service activity involves making food baskets for needy families, organizations should not ask CSA to provide the money for the food. This money should be generated through a food drive, fundraising, dues, or individual member donations.)

*Section F: Fundraisers*

* If there is not enough money in an organization’s account to pay the starting costs, contact the CSA treasurer about the possibility of a loan.
* Any money that is fundraised by an organization or class can be matched by CSA, up to a set amount to be determined by the budget committee. This will hopefully encourage groups to generate a portion of their own funds while providing an equal opportunity for all organizations to obtain funds.  (\*Up to $300).
* Any requests over $300 will be determined by senate
* Donations to outside organizations will not be matched according to Article IV, section C.
* Dues are not considered a fundraiser.
* Money collected from T-Shirts or other clothing sales is considered fund raising.

*Section G: Senate Committee Budgets*

* The Senate committee budgets are to be determined by the senate on a bi-annual basis pending the release of CSA total semester budget.
* This budget is for all committees to compete for in order to fund their projects.

*Section H: Grants*

* Campus improvement: Up to $2,000 for improvement of Clarke’s campus.
* Diversity: Up to $1,000 for funding diversity programs.
* Sustainability: Up to $1,000 for funding programs to improve the ecological footprint of Clarke’s campus.
* Grant recipients are to be determined by a majority vote of CSA senate.

**Article V: Nominations and Elections**

*Section A: At-large Election*

All members of the student body are eligible to vote for CSA executive officers.

*Section B: Time of Elections*

* Nominations and elections for the offices of the Executive Board, the Sophomore Class, the Junior Class, and the Senior Class will be held annually in the spring semester.
* Nominations and elections for the Freshman Class will be held annually in the fall.

*Section C: Method of Nomination*

* Candidates for office shall nominate themselves and/or be nominated by another student.
* Procedures for nominations and elections shall be determined by the Executive Board.

*Section D: Eligibility of Candidates*

* Any member of the student body may run for an office of his/her respective class.
* Only sophomores, juniors and seniors who have been active in the Senate for at least one year are eligible to run for an Executive Board position.
* All candidates must be in good academic standing, as determined by Clarke University.
* All candidates must be full-time students enrolled and attending classes at Clarke University for the duration of their time in office.

*Section E: Voting*

* All officers shall be elected by a simple majority.
* All students paying an activity fee are eligible to vote.
* Class officers shall be elected by members of their respective classes.
* Executive Board officers shall be elected by the sophomore, junior, and senior classes for the following year.

**Article VI: Resignation and Impeachment**

*Section A: Acceptance of Resignation*

The Executive Board may accept the resignation of any CSA officer who is unable to fulfill the responsibilities of his/her position.

*Section B: Announcement of Resignation*

A written resignation shall be submitted to the Executive Board; any resignation of a class officer shall be announced to the class; any resignation of an Executive Board officer shall be announced to the student body.

*Section C: Filling Vacant Offices*

If a vacancy occurs in office, it shall be filled in the following manner:

* In case of vacancy of the office of CSA President or Class Presidents, the Vice-President shall succeed in office.
* The Senate shall elect a new CSA Vice-President and the Class will elect the new Class Vice President.
* Nominations will be sought from the student body for the CSA position and from the respective Class for the Class Vice President.
* In case of any other vacancy in an elected office, a new officer shall be elected in the same manner as above.

*Section D: Impeachment and Removal from Office*

The Executive Board and the class or club to review a case shall hold a hearing. A vote shall be taken to determine whether the officer should be impeached. A ¾ majority is needed for proceedings to continue. If the officer is impeached then a second vote shall be taken to determine whether the officer shall be removed from office. If the officer is removed from office, the vacancy shall be filled according to Article V, Section C of the By-Laws.

**Article VII: Meetings**

*Section A: Members Invited*

All regular meetings of the CSA Senate shall be open to all members of the Clarke University community, as referenced under Article II in the CSA Constitution.

*Section B: Frequency of Meetings*

The Senate shall meet at least twice a month, at times to be determined by the Senate at the beginning of each school year.

**Article VIII: Legislation**

A motion or proposal put before the Senate shall be passed by a 2/3 majority of those members present and voting.

**Article IX: Amendments**

The By-Laws may be amended at any Senate meeting at which a quorum is present. Proposed amendments shall be presented to the Senate one week prior to voting on them. A 2/3 majority vote shall be required to approve amendments.

**Article X: CSA Advisor**

The Director of Engagement and Intercultural Programs shall serve as a non-voting advisor to the Senate.